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Form HR FM 1  
(9-1-53)  
Hall of Records  
Commission

JUST FOR RECORD RETENTION SCHEDULE  
Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO.  
C-1

Page No. 1

1. Requesting Agency Montgomery County  
Department of Inspection and Licenses

2. Division or Bureau of Requesting Agency  
Division of Building Inspection

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.
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1.	<b>PRIVATE DWELLING PLANS FILE</b> Average size 20 x 30". Plans for private one or two family dwellings, alterations thereto and accessory buildings; submitted at time Building Permit is applied for; used almost entirely for inspection purposes during the course of construction. Occupy 25 linear feet in attic of Dispensary Building, Silver Spring, for the years 1936 to 1951. Plans for the years 1951 to date occupy 162 cubic feet in the Division office, 11511 Old Pladensburg Road, Silver Spring. <b>RECOMMENDATION:</b> Retain three years after last inspection and then destroy.	Approved Hall of Records Commission (See Extension Sheet)
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2.	<b>GOVERNMENT BUILDINGS, MULTIPLE DWELLING AND APARTMENT UNITS, CHURCHES, INSTITUTIONS, COMMERCIAL BUILDINGS AND OTHER PUBLIC BUILDINGS PLANS FILE</b> Varying sizes, largest 3 x 4 feet. Submitted at time Building Permit is applied for, used for inspection purposes during construction. They have lasting value for legal purposes and building alterations which are frequent. Plans occupy 26 cubic feet for the period 1936 to present (1953) in the Division office. <b>RECOMMENDATION:</b> Retain permanently.	Approved Hall of Records Commission
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3.	<b>APPLICATION FOR BUILDING PERMIT</b> 8 1/2 x 11", two sided, unnumbered form. Submitted by owner or his agent. Are necessary for audit purposes and are occasionally required by the County Board of Appeals. Occupy	Approved Hall of Records Commission
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7. Agency, Division or Bureau Representative

<u>[Signature]</u> Signature	<u>Chief Div. Bldg. Insp.</u> Title	<u>11 2-25 53</u> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Sept 14, 1953 Morris S. Rudoff  
Date Signature

9/14/53 [Signature]  
Date Signature Secretary

Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	22 linear feet for the period November 1944 to date and 8 linear feet of Western Area applications, for years 1937 to 1951, all located at 11511 Old Bladensburg Road, Silver Spring. RECOMMENDATION: Retain for 3 years after receipt and then destroy. <i>(1 yr in office + 2 yrs in R.C.)</i>	1956 - 58 59 (Misc - sw pool Reg etc) 26 C.F.
4.	<b>BUILDING PERMIT FILE COPIES</b> 9 x 9". No form number. A prenumbered form, prepared in quadruplicate, original to Applicant, 1st copy to temporary file, 2nd copy to Assessors Office, 3rd copy to inspector which is returned to office after final inspection for filing as record copy. The 1st copy is then removed from the temporary file and destroyed. File copies are retained in post-binders. Occupy 12 linear feet, May 1948 to present, 3 linear feet of Western Area permits, 1937 to 1951, and 5 linear feet of Eastern Area permits, 1937 to 1948, all in the Division office. <i>3 yrs in office</i> RECOMMENDATION: Retain 10 years after issue and then destroy.	<i>Approved</i> <i>Hall of Records</i> <i>Commission</i> 1949 - 1957 16 C.F.
5.	<b>ELECTRICAL PERMIT APPLICATIONS</b> 8 1/2 x 11", unnumbered form. Submitted by contractor. Indicates location and type of work, fee paid and permit number. Necessary for audit purposes. Occupy 31 linear feet at the Division office for the years 1947 to date. RECOMMENDATION: Retain 3 years after receipt, then destroy.	<i>Approved</i> <i>Hall of Records</i> <i>Commission</i> 1958 - 60 13 C.F.
6.	<b>ELECTRICAL PERMIT FILE COPIES</b> 9 x 9". No form number. A prenumbered form, prepared in triplicate, original to applicant, 1st copy to temporary file which is destroyed when the 2nd copy or inspection copy is returned for filing as record copy after final inspection. Also used for audit purposes. Occupy 30 linear feet in the Division office for years 1937 to date. <i>3 yrs in office</i> RECOMMENDATION: Retain 5 years after issue and then destroy.	<i>Approved</i> <i>Hall of Records</i> <i>Commission</i> 1948 - 1957 22 C.F. <i>(570,000)</i>
7.	<b>CORRESPONDENCE - GENERAL FILE</b> Consists of correspondence with individuals, contractors, Federal, State, County and Municipal Agencies, etc. Occupies 1 drawer (2 linear feet), 1942 to date in the Division office. RECOMMENDATION: Retain 5 years after creation or receipt and then destroy.	<i>Approved</i> <i>Hall of Records</i> <i>Commission</i>
8.	<b>CORRESPONDENCE - INSTITUTIONAL FILE</b> Consists primarily of inspections of Institutional type structures and related correspondence. Occupies 1 drawer (2 linear feet), 1942 to date in the Division office. RECOMMENDATION: Retain permanently.	<i>Approved</i> <i>Hall of Records</i> <i>Commission</i> <i>Ins. Intendant</i>

(10-1-53)

Hall of Records  
CommissionFor Additional Information For Listed Items  
On Indicated Schedule

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1. Requesting Agency Montgomery County  
Department of Inspection and Licenses2. Division or Bureau of Requesting Agency  
Division of Building Inspection3  
Item  
No.

## 4. Description of Records

1. PRIVATE DWELLING PLANS FILE  
Prior to 1951 two series of plans files were maintained, one series for the Western Area Office located in the County Building, Bethesda, and the other for the Eastern Area Office located in the Dispensary Building, Silver Spring. When the Western Area Office was closed, non-current plans of that office, dating from 1936 to 1951, were stored in the attic of the Dispensary Building where they remain. These plans are bound in groups of about 6 to 10 inches, they are not separated as to type of structure. Therefore, before the recommendation can be implemented, private dwelling plans must be separated from those plans included in Item Two of the Request.
8. CORRESPONDENCE - INSTITUTIONAL FILE  
Included in this file is one letter-type form entitled Building Inspection Certificate, notice of compliance, and other correspondence pertinent to the inspections.